



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

### **HSCEP OP: 77.12, Religious Holy Day Observance and Need for Student Absence**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy/Procedure (HSCEP OP) is to create a standardized approach to handling student absence for observance of a religious holy day(s).

**REVIEW:** This HSCEP OP will be reviewed on November 15 of every odd-numbered year (ONY) by the Director of Student Services, the Senior Associate General Counsel, and the vice president for academic affairs or their designees, with recommendations for revision forwarded to the President by December 15.

### **POLICY/PROCEDURE:**

1. "Religious Holy Day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20 of the Texas Tax Code. See *also* Tex. Educ. Code § 51.911. The term "Religious Holy Day" generally means a day on which the tenets of a religion, as defined above, prohibit class attendance or the completion of specific assignments on designated dates. See Tex. Gov't Code § 62.112.
2. A student who intends to observe a Religious Holy Day should provide written notice, at the earliest possible date prior to the absence, to the following: (1) the instructor of each affected class; and (2) the Director of Student Affairs for his/her school. A student will be excused from attending class(es), examinations, or other required activities for the observance of a Religious Holy Day, including travel for that purpose. A student whose absence is excused under this section will be allowed to take an examination or complete an assignment within a reasonable time after the absence, to be determined in concert with the instructor of record and/or the Director of Student Affairs before or after the absence.
3. A student who is excused under Section 2 may not be penalized for the absence; however, the instructor may take appropriate action if the student fails to satisfactorily and timely complete the missed assignment or examination.
4. Any disputes regarding this policy should be submitted in writing to the TTUHSC El Paso President or his/her designee (see HSCEP OP 10.11, Section 6). Any decision by the President or his/her designee regarding the dispute shall be final.
5. This policy does not apply to any student absence for a Religious Holy Day which may interfere with patient responsibilities or patient care.